

City of Cibolo Economic Development Corporation REQUEST FOR PROPOSAL

The City of Cibolo ("City") is requesting proposals from interested Planning/Land Use, Economic Development firms to provide consulting services for the FM 78 Corridor Study ("Study") project. The Study will involve an assessment of existing land use and transportation conditions along FM 78, from Dietz Creek to Pfannstiel Lane, one of the City's main commercial corridors. Components of the Study will result in recommendations and an implementation strategy for the corridor.

The City reserves the right to cancel this Request for Proposal ("RFP") at any time and for any reason without any liability to any proposer or to waive irregularities at their own discretion. The City reserves the right to accept or reject any or all proposals, or any portion thereof.

DELIVERY REQUIREMENTS AND DEADLINE

Responses to this RFP shall be submitted as addressed below and clearly identifying the consultant making the submission. The package must be marked as "FM 78 CORRIDOR STUDY." One original and four copies must be submitted by each consulting firm along with a digital electronic format. The consultant is liable for any of the costs incurred in preparing and submitting a proposal.

Questions regarding this RFP should be submitted by 2:00 p.m. on Monday, March 30, 2015, to Mark Luft, Economic Development Director at mluft@cibolotx.gov or by phone at (210) 658-9900, ext 3118. Any questions received by the City that affect the RFP process will be issued as addenda by the City.

All proposals must be received by the office of the City Secretary by 2:00 p.m. on Thursday, April 16, 2015. Responses received after this date/time will not be considered. Postmarked date will not constitute timely delivery.

Mail or deliver proposals to:
City of Cibolo
Office of the City Secretary
Attention: Peggy Cimics, City Secretary
200 South Main Street
Cibolo, Texas 78108

BACKGROUND

Cibolo was officially incorporated as a City in 1965, however its origins date back to 1876, the year the Southern Pacific Railroad cut through the present day City. Today, Cibolo is a vibrant and rapidly growing community located approximately just 23 miles northeast of Downtown San Antonio, and just 60 miles southwest of Austin. Cibolo is strategically located along interstate 35, the "NAFTA Superhighway" that runs north and south from Canada to Mexico,

and interstate 10, which runs east and west from Florida to California. The City is within the Schertz-Cibolo-Universal City Independent School District, which is regarded as one of the best public school districts in the San Antonio region.

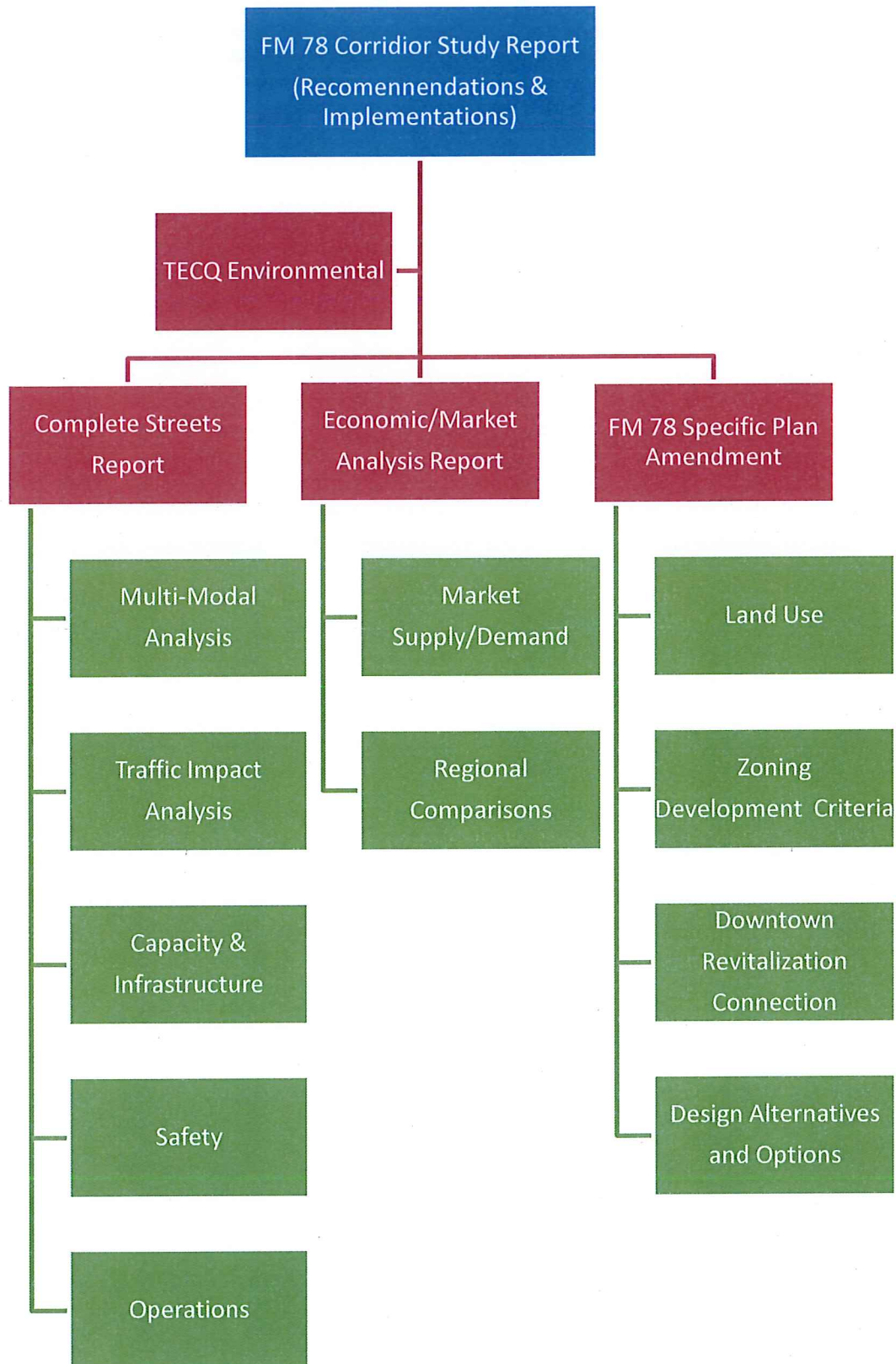
Since 2000, the City of Cibolo has grown from a population of just over 3,000, to over 25,000 in 2014; that is a growth rate of over 715%. The City has recently been recognized by several national publications. In 2011, CNN Money Magazine ranked Cibolo in their list of “Top 100 Best Places to Live” within the United States, and in 2013, Cibolo ranked 10th in Movoto list of “10 Most Affordable Suburbs in America”. Cibolo’s growth shows no signs of slowing down. Several new commercial and residential developments are currently underway throughout the City.

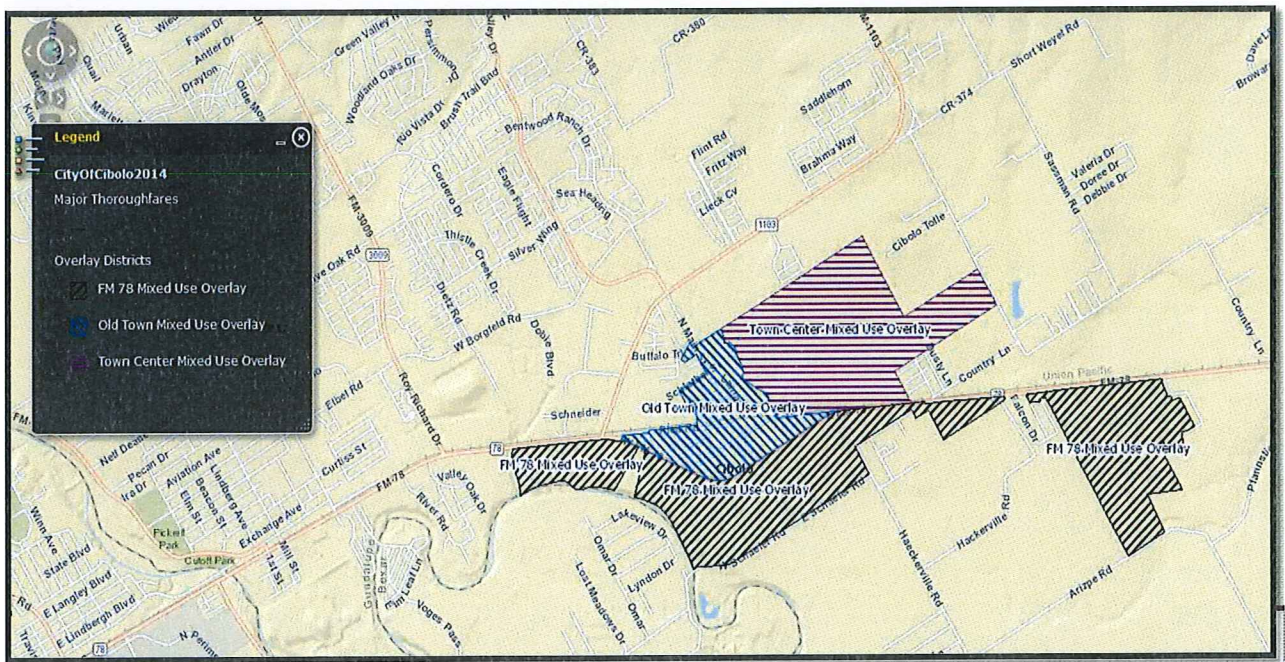
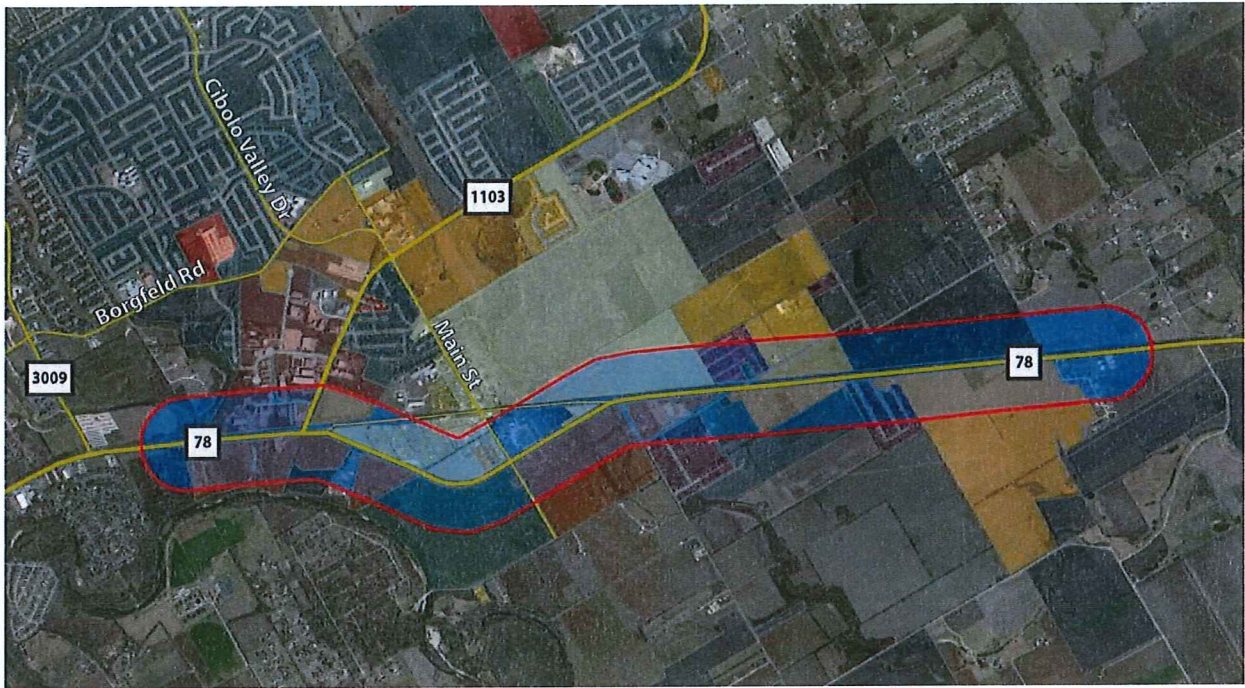
PROJECT DESCRIPTION AND STUDY OBJECTIVES

The City’s General Plans, include the Unified Development Code (UDC); the Economic Developments Corporations Downtown Revitalization Plan; City Comprehensive Master Plan dated 2005 and the Thoroughfare Transportation Plan which identifies Cibolo objectives as one of many plans to establish the City’s major arterials and main commercial corridor. These plans have been drafted as guiding documents that sets the goals, policies and strategies for all of Cibolo’s future growth. The Comprehensive Master Plan was last updated in 2005.

The FM 78 Corridor of Cibolo, as described above, is also contained in the UDC, Comprehensive Master Plan and the Thoroughfare Plan. The FM 78 Corridor Study will serve as a planning document that provides a series of goals and objectives, and describes a “vision” for economic development. The main purpose of the FM 78 Corridor Study is to “facilitate economic and visual growth, development and redevelopment of the Corridor”. The City adopted an amen in 2014, various current private developers land use proposed plans such as PUD’s which evaluated the potential for affordable housing and mixed-use development in the general area. These plans are within the Project Corridor envisioned to have a concentrated development of public and private spaces. Considering the corridor has not been substantially updated for some time, one of the objectives of the Study is to analyze various land use scenarios and roadway configurations along the Corridor. The FM 78 area includes all residential and commercial properties located on both sides of the roadway extending from our City’s limits from the west end to the east end of FM 78.

The City seeks to re-evaluate the Project Corridor through an analysis of the transportation traffic system and detailed land use assessment. The transportation and land use analysis will result in recommendations and an implementation strategy regarding the appropriate transportation modes and mix of uses along the Project Corridor. These shall also include any proposed changes to any regulatory and policy documents such as the Cibolo’s UDC and the City’s Comprehensive Master Plan. The recommendations and an implementation strategy should be included in a Study Report document, which also serves an executive summary of the Study. A comprehensive amendment of the Cibolo Comprehensive Master Plan, a Complete Streets Report and an Economic/Market Analysis Report will also be prepared and include sub-categories as follows:





4.5.3.3 FM 78 Mixed Use Overlay District (FM 78)

The "78" Overlay District (78) intends to provide a cohesive set of design and use standards for properties within its boundaries. The District recognizes the importance of the FM 78 corridor through Cibola as a local and regional commercial center, and emphasizes traffic management, mixed commercial and residential use opportunities, and management of visual clutter through signage control, screening and buffering. Architectural design standards are part of the 78 Overlay District to promote the development of pedestrian-scale buildings and define the corridor as a cohesive district.

Analysis Tasks (shall include, but not be limited to the following):

1. Complete Streets Report

- Develop a Complete Streets Report pursuant to State Law that evaluates applicable multi-modal transportation;
- Coordinate Complete Streets report with City of Cibola Director of Planning & Engineering requirements pursuant to State guidelines;
- Conduct an inventory of all existing transportation/traffic conditions, and prepare a Transportation Impact Analysis using TIA's on file with the City;
- Integrate the Complete Streets recommendations with those proposed for the Corridor Study; and
- Develop recommendations and implementation strategies that enhance the movement of vehicles, bicycles and pedestrians in the Corridor.

2. Economic/Market Analysis

- Develop recommendations and implementation strategies that maximize economic and land use opportunities of the Corridor based on projected market supply/demand conditions and forecasts; and
- Evaluate other similar commercial corridors in region and compare costs including price per square foot based on use.

3. FM 78 Corridor Study shall be Specific Plan Amendment

- Inventory of all land uses, and evaluations of development, architectural and landscape criteria;
- A detailed assessment and recommendations for the "Study Area" concept;
- An evaluation of the potential for affordable housing and mixed use development in the "Study Area";
- Recommendations and implementation strategy for design options of the Corridor; and
- Recommendations on potential land use changes and zoning regulation amendments.

PLANNING PROCESS AND SCOPE OF SERVICES

All services shall be performed in accordance with all applicable State and City regulations and ordinances.

1. The timeline for completion of the study is approximately ten months (June 2015 to March 2016) and includes the following milestones:

- a. RFP published and distributed March, 2015.
- b. Proposals due April 16, 2015.
- c. CEDC Board of Directors Award May 21, 2015.
- d. Notice to Proceed June 1, 2015.
- e. Draft Study document(s) due December 4, 2015.
- f. Final Study document(s) due February 26, 2016.

g. Economic Development Corporation and the City Council Adoption March 22, 2016.

2. Extensive public outreach shall be conducted by the consultant and include facilitation and presentation at various Ad-Hoc Committee meetings, public workshops and public hearings before the City Council. A minimum of eight (8) Ad-Hoc Committee meetings and two (2) public workshops will be conducted to facilitate community input. In addition, two (2) City Council workshops will be conducted, prior to any public hearing to provide updates on the Study and obtain direction as appropriate. Public outreach will incorporate involvement from residents, businesses and property owners in the Corridor area, as well as the general public.

3. The consultant shall be responsible for coordination of all meeting presentations, including all graphic illustrations. Community participation will also be accomplished through various media including the City's website.

4. The Consultant shall prepare and submit an Environmental Initial Study/Checklist to comply with regulations pursuant to the Texas Commission on Environmental Quality (TCEQ). It is anticipated that the Study will result in the preparation of an environmental document, such as a Negative Declaration (ND).

5. Deliverables - The consultant shall prepare and submit the following with coordination provided by the City's project manager and other City staff as directed:

- a. FM 78 Corridor Study Report (draft and final document)
- b. Amendment of the FM 78 Specific Plan coordinated with the UDC document (draft and final document)
- c. Complete Streets Report, including Traffic Impact Analysis (TIA) document (draft and final document)
- d. Market/Economic Analysis Report (draft and final document)
- e. Environmental Initial Study/Checklist and Negative Declaration (draft and final Document)
- f. Thirteen (13) full size hard copies of the final Study document(s), including maps (after City Council approval).
- g. One CD with electronic copies of all final documents in their original format and PDF.

6. Consultants are requested to include in their proposals a detailed timeframe for completing each task, as well as attending all meetings and workshops as described previously in this RFP.

7. While general descriptions of the tasks to be performed by the consultant team are provided in this RFP, more detailed descriptions of the tasks will be the responsibility of the consultant. The consultant's approach should include the proposed scope of work and methodology to complete each major task, a Bar/Gantt Chart or similar schedule for completing each of the tasks, the personnel assigned to the study and number of hours

allocated to each task by each staff member, and a cost breakdown by major task. The consultant will be expected to attend and facilitate Ad-Hoc Committee meetings, community workshops, City Council workshops and public hearing(s), and any other meetings as necessary, to make presentations and/or answer questions on the subject of discussion. The consultant should include in the submittal an estimate of costs on a per meeting basis.

ADDITIONAL INFORMATION/RESOURCE DOCUMENTS

1. The following documents will be made available as reference materials for this RFP:

- Unified Development Code (On the City Web Site)
- Cibolo Downtown Revitalization Plan Concept Vision (On the City Web Site under the EDC tab)
- Planning & Zoning information on the City Web Site including maps, etc.

There are other City resource documents available for use. Many of these can be viewed on the City's website at <http://www.Cibolotx.gov> and include the following:

- Capital Improvement Program (CIP)
- City of Cibolo General Information
- Community Park Information
- Comprehensive Sign Regulations, etc.
- Current demographic, traffic counts, economic development projects, etc.

2. All additional data will be provided to the consultant that is awarded the project.

CONSULTANT REQUIREMENTS

- **Contract Form:** If selected to provide the services described in this RFP, this contract will be awarded using the City's Standard Form Consultant Agreement. A sample of this agreement is attached (Attachment 2) for the proposer's review. Consultant's proposal, in its final form, will be incorporated in the Agreement as the Scope of Work. Any requested changes to the Agreement must be submitted with the proposal for services.
- **Insurance:** If selected to provide the services described in this RFP, the consultant shall be required to comply with the insurance requirements set forth in the City of Cibolo Contract Consultant Agreement.
- **Business Certificate:** If selected to provide the services described in this RFP, throughout the duration of the contract, consultant shall be required to hold a valid and current Business Certificate Is In Good Standing with the State of Texas and other regulatory authorities.

PROPOSAL SUBMISSION FORMAT REQUIREMENTS

- A brief cover letter introducing the company and its desire to provide consulting services for the FM 78 Corridor Study project for the City. The cover letter should also include the company name and address, as well as the name, telephone number and email address of the individual authorized to represent the consultant on all matters relating to this Request for Proposal. The letter must be signed by an individual authorized to bind the consultant to all terms, conditions, and commitments made in the proposal. The letter must also indicate the consultant's willingness and ability to sign the City's Contract Consultant Agreement without alteration of the standard indemnification and insurance language.
- A table of contents that clearly defines sections and includes page numbering.
- General information about the firm, including the size of the organization, location of the offices, years in business, organization chart, name of owners, names of principal parties, and information regarding any associations of which the consultant and its staff are members.
- Names and qualifications of staff proposed for the assignment, their position in the firm, and types and amount of experience. A description of how overall supervision will be provided should also be included.
- A narrative supported by past experience related to land use, transportation planning and economic development analysis, preferably reflective of work with local governments.
- A description of your standard method of compensation, including charges for reimbursable expenses and personnel hourly billing rates. Per the City's Standard Consultant Agreement Section 6, clerical support is the Consultant's responsibility and shall not be included on the hourly rate sheet.
- A detailed description of the scope of work as outlined in the **"Planning Process and Scope of Services"** section contained in this document, including timelines and deliverables.
- At least three references, including contact names and telephone numbers of clients for which prior services have been provided. Emphasis should be placed on Texas clients and local government clients.
- Consultant should detail what it expects and requires of the City in order to effectively perform the services outlined in this Request for Proposal.

EVALUATION CRITERIA

The City will review proposals and determine those that are responsive. The City will conduct interviews with the top 3-5 Consultants prior to selection. The City will then select a consultant who, in its sole judgment, best suits the needs of the City. The evaluation criteria, which are neither weighted nor prioritized, include, but are not limited, to the following:

- Demonstrated understanding of the services requested.
- Prior experience performing similar work, with preference given to consultants with experience working with government or Texas clients.
- Qualifications of the firm and assigned individuals.
- Acceptability and scope of service capabilities.
- Reference checks.